

ADOA-GSD
General Services Division

Submit WO Support

WO Title Search Ruben.Duran@azdoa.gov

Manage work for this Site

Multi-Print CSV - Chang Multi-Status Multi Assign Vendor Multi Assign Staff Multi-Assign Multi-UnAssign

Show 10 entries

| Print # | WO Title | Type | Ref ID | Priority | Category | Status | Due Date Range | Staff / Vendor | Building Group | Buildings | As |
|---------|---|------|---------|----------|--|-------------|-----------------|----------------|----------------|-------------------|------|
| 808185 | Cash Office - New VAV or A/C Unit | WO | TI19015 | | Mechanical (HVAC) | Approved | 9/19/2018 13:50 | Byron Lavoie | | 1616 W Adams | Firs |
| 804835 | Board Room A and Executive Session Room Modifications | WO | TI19014 | | Audio/Visual | Approved | 9/16/2018 09:36 | David Andersen | | 1740 W Adams | Firs |
| 750577 | Installation of Door in Reception Area | WO | TI19006 | | Security (Badging, Door Hardware, Locks, etc.) | In Progress | 8/30/2018 10:44 | Byron Lavoie | | 1740 W Adams | Bas |
| 802225 | GSD Huddle Board Monitors | WO | TI19011 | | Audio/Visual | In Progress | 8/13/2018 10:47 | Wayne Spence | | 1110 W Washington | Firs |
| 802218 | Spo-Reconfigure | WO | TI19010 | | Office Suite Re-Design | In Progress | 9/13/2018 10:43 | Wayne Spence | | 100 N 15th Ave | Fol |

STEP 1 – SELECT TENANT IMPROVEMENT PAGE

SELECT TENANT IMPROVEMENT FROM DROP DOWN MENU (TOP RIGHT)

ADOA-GSF
General Services Division

Submit WO Support

Live Search rduran

Work Orders

View All

View Overview
View Pending
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Submit WO
Staff Work Orders
My Work Orders
My To Do List

Calendar
PM Library
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Company
Sites
Buildings
Locations
Assets
Parts / Bins
Staff / Users
Vendors
Reports
Invoices
Gallery

Let's get some work done

Show 10 entries

Print + Add Multi-Close Multi-Complete

Copy CSV Screen Print

| Print # | WO Title | Type | Ref ID | Priority | Category | Status | Due Date | Completed | Staff / Vendor | Dept | Buildings | Asset / Location |
|---------|-------------------------|------|-----------|--|----------------------------------|-----------|-----------------|-----------------|----------------|------|----------------|------------------|
| 225785 | Build Conference Room | WO | TI-18-001 | Pri-Construction/Design/Propo sal Phase | New Conference Room(s) | Completed | 7/21/2018 15:08 | 7/21/2018 16:03 | Byron Laviole | | 100 N 15th Ave | 100 N 15TH AVE |
| 221771 | Install custom cabinets | WO | | Pri-Construction/Design/Propo sal Phase | Milwork (Cabinetry, Counters) | Pending | 8/24/2018 09:01 | | | | 100 N 15th Ave | 100 N 15TH AVE |

WO WO Title - All - Ref ID - All - Status

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

STEP 2 – SUBMIT NEW WORK ORDER

SUBMIT WORK ORDER FOR TENANT IMPROVEMENT BY SELECTING “Submit WO”

ADOA-GSD General Services Division **Submit WO** **Support** Live Search rduran

Work Orders
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BE SURE TO FILL OUT THE FOLLOWING FIELDS
Create a new work order – You can do this!

Project Name * 1) EXAMPLE: BUILD NEW OFFICE

Project #

Category * 2) SELECT CONSTRUCTION TYPE

Priority * 3) SELECT PRE-CONSTRUCTION

Agency Name 4) EXAMPLE: DEPARTMENT OF ADMINISTRATION

Notes 5) EXAMPLE: TEAR DOWN MODULAR STATIONS AND BUILD OUT A NEW 10'X10' OFFICE

Add Cc:

Locations * 6) SELECT BUILDING ADDRESS FIRST

Filter By: -- Department -- -- Building --

Select Options 7) THEN SELECT THE APPROPRIATE FLOOR/AREA FROM THIS LIST

Select Assets

All Day Task

Start Date * 7/26/2016 M/D/YYYY

Files
10 MB File Size Limit
Choose Files No file chosen
cancel upload

> Submit 8) AFTER YOU HAVE COMPLETED THE HIGHLIGHTED FIELDS, CLICK SUBMIT

STEP 3 - WORK ORDER PAGE

FILL OUT ALL REQUIRED FIELDS AS HIGHLIGHTED

